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FOR MYSORE STATE

From

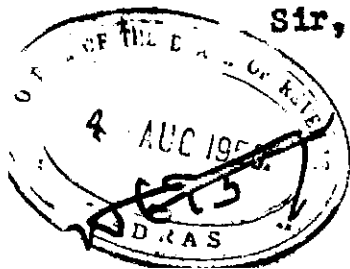
Sri.G.Rami Reddi B.A.,
Collector, Bellary.

C.No. 10535/50 A.4

To

The Secretary Board of Rev.,
Chepauk., M a d r a s.

dated 1-8-50.



Sir,

Sub:- ESTABLISHMENT - Temporary - Bellary Collector's office
Addl. Staff further retention and sanction of some more
addl. staff requested.

Ref:- 1.G.O.Ms.No. 2107(Rev) dated 12-8-49.
2. B.P.Rt.No. 4721 dated 25.8.49.

The Government, in their order cited above,
were pleased to accord sanction for the retention of the following
staff in my office upto 30-9-50 to cope with the increased work.

1. 3 Lower Division Clerks.
2. One Typist in the Fair Copy Section.

Of the three Lower Division Clerks two are working in the
correspondence section temporarily, and these posts have been
in existence for more than 5 years. One of these two Lower
division Clerks designated as A.5 is working in Huzur Sheristadar's
section. He is assisting the P.S.C.(A.4) besides attending to
the following items of work independently.

1. Appointments of Lower Division Clerks and peons
including transfers in the District.
2. Preparation of Pdl.returns of both the branches
(40 returns) except confdl. P.Rs.
3. Correspondence relating to pensions and gratuity of
peons. On an average this clerk receives about 100 currents every
month. A5 received 1384 currents during the year 1949.

The other Lower Division Clerk is working in the
Magisterial section assisting the M.H.C., He is designated as
E.3 This Clerk is attending to the following items of work.

1. preparation of monthly, quarterly Half yearly
and Annual returns in the rd Magistraterial secti
(41 returns).
2. Correspondence relating to Public Prosecutor,
Asst.Public Prosecutors including their pay
bills and T.A. Bills.

A ~~xxxxx~~ statement showing the no. of currents receive
in his branch is furnished below. He receives 88 current papers
per month on an average.

p.t.o

Year.	A.6 branch.	E.3 branch.
1947	628	09
1948	1180	05
1949	1384	232
1950		
Jan.	104	60
Feb.	73	0
March	77	6
April	51	7
May	76	88
June	113	54
	494 monthly	437 Monthly average
	average 82	73

The third Lower Division Clerk (temporary) and one temporary Typist are working in the Fair Copy section of my office. The Lower Division Clerk attends to the comparing work. The statement appended below gives an idea of volume of work turned in out in the F.C. section.

Months.	No. of papers received.	No. of working days.
July 1949	3849	23
Aug. 1949	3622	22
Sept. 1949	3045	22
Oct. 1949	3342	22
Nov. 1949	3406	24
Decr. 1949	3561	24
Jan. 1950	3557	19
Feb. 1950	3577	22
March 1950	3856	26
April 1950	3072	21
May 1950	3530	26
June 1950	5874	25
	44291	276
Monthly average	44291 12	3691
Daily average	44291 276	179

The average no. of papers that are typed by each typist per day 179/5 = 36. There are only 3 permanent posts of typist in my office and the other two are temporary. Out of the two temporary typists one is attending for election work and the other for civil supplies work as both the branches (Elections and Civil supplies) are very urgent. The other three typists are attending to the work relating to correspondence branch. On account of the increased correspondence relating to Firka Development scheme refugees and evacute property and the merger of Sandur state, the three typists are not in a position to complete their daily work allotted to them in spite of extra work put in both in the mornings and late in the evenings. The typists in the Fair copy section generally attend the office even on holidays and sundays to clear off the arrears accumulated during the week. On an average a typist can type about 25 drafts including of course some lengthy communications received from the Board and the Government. The average no. of papers allotted to by each typist is higher than 40 on some days. There is a heavy strain on the Fair copy section on account of the limited No. of typists. Out of the 5 typists now employed, two are qualified Higher Grade typists and the other three are only qualified lower Grade typists. There is dearth of qualified Higher Grade typists in this District and the M.P.S.C has been addressed this year to allot 6 qualified Higher Grade typist to strengthen the Fair Copy section.

As seen from the Statistics furnished above, the typing work in my office is heavy and the qualified typists prefer giving to other offices where the strain is not so heavy. In the above circumstances I am of opinion that one more temporary typist is quite necessary to cope with the increased work in the Fair Copy section.

Besides, there is only one temporary Lower Division Clerk to do comparing work in the Fair Copy Section. He is not in a position to carry on the work single handed. Subject clerks in my office are assisting him now and then to push through the work. One more temporary Lower Division Clerk is also necessary to do the comparing working in the Fair Copy Section. Besides comparing work both of them have to do copying of statements in manuscript and preparation of monthly arrear lists.

In view of the above circumstances I consider that temporary posts of two typists and two Lower Division Clerks are absolutely essential for a period of one year in the Fair Copy section of my office.

I therefore request that the additional staff shows in the annexure below my kindly be sanctioned for the period mentioned therein.

ANNEXURE

Office in which staff working or applied for. 1	Staff applied for 2	G.O. In which last sanctioned. 3
1. Collector's office, Bellary.	1. Retention of 3 L.D. Clerks sanctioned for correspondence branch. ii. One more L.D. Clerk for F.C. Section (Newly applied for)	G.O. Ms. No. 221 dated 12-8-49. h 5 of (C1)
2.	i. Retention of one typist. ii. Sanction of one more typist post (newly applied for)	G.O. Ms. No. 2107 dated 12-8-49.

Purpose. 4	Scale of pay and allowances. 5	Period for which sanction is applied for 6
1. To cope with the increased work	Rs. 45-90	One year from 1-10-50
2. -do-	Rs. 45-90 plus a spl. pay of Rs. 10/- p.m. if qualified.	-do-

A.K. 2/8.

3/8

Neeraj
For Collector 3/8/50

Pl. issue
31-8-50

1.002-22-1-19.

Revenue Department.

C. No. 58713G/50

5 of (G) READ:-- G.O. Ms. no. 2107 Rev dated 12.8.49

- 1 C.F From the Board of Revenue Reference No. W. 6937/50-1 dated 16.8.50

G.O. Ms. No. 2368, dated 31.8.1950

The Government sanction the employment/retention of the additional staff on the scales of pay and for the periods, etc., mentioned in the annexure below. The staff sanctioned will be eligible to draw the dearness allowance and other allowances admissible to them under the rules.

2. The expenditure should be debited to the appropriate sub-heads under "25. General Administration".

Pm to
22.8.50. 22.8.50

To the Board of Revenue. (G.O.)
" Accountant-General, through Finance. Deptt.
" Collector of Bellary.

ANNEXURE.

Office in which sanctioned. (1)	Staff sanctioned. (2)	G.O. in which last sanctioned. (3)	Purpose. (4)	Scale of pay. (5)	Period of present sanction. (6)
Director's office, Bellary	Three lower division clerks	159(G) G.O. Ms. no 2107 Rev dated 12.8.49	To cope with the increased work	Rs 45-90 h.m	One year from 1.10.1950.
do -	One typist	do -	do -	Rs 45-90 h.m plus a spl pay of Rs 10 h.m if qualifies	do -

Pm to
2.8.50. 22.8.50

↓ P.T.O

Note :- The draft order overleaf which is in accordance with the recommendation para of the Bd. of Revenue may be sent to Fin for acceptance.

Don 22.8.50 22.8.50

En 22/8/50

Fin

Fin

The draft order overleaf may be accepted. Fin (E II)

Rev. 587136/50-1
2.2.8.50.

27-8-50 27.8.50.

28/8/50

Rev

Rev. ~~28/8/50~~

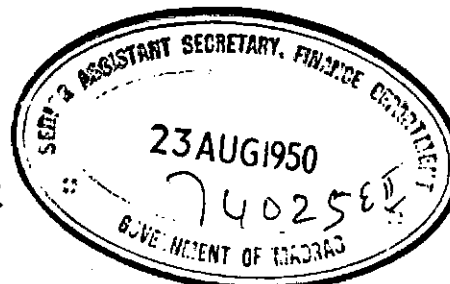
To U.S.

The draft order overleaf

may issue

30.8.50. 30.8.50

En 31/8/50



Fin No 74025E II/50-1
28/8/50

